

# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

## **READ THIS FIRST**

The following information will help you get started on building your own deck.

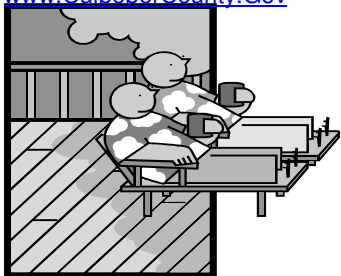
### **DECK PLAN REQUIREMENTS**

- ☐ Minimum scale of 1/4 inch = 1 foot; all dimensions must be shown.
- ☐ Minimum sheet size: 11 x 17", no pencil.
- ☐ If using our Deck Package, plans are not necessary.
- ☐ Footing details (minimum footing depth is 18").
- ☐ Size of all posts, joists, and beams, shown on a framing plan (Foot Print).
- ☐ Handrail and guardrail details.
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Building Department  
302 North Main Street  
Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.CulpeperCounty.Gov](http://www.CulpeperCounty.Gov)



## Culpeper County DECK PERMIT APPLICATION (with Plans)

**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely.**

- ☐ Residential **CODE:** ☐ 2006 IRC (International Residential Code)  
☐ Commercial **CODE:** ☐ 2006 IBC (International Building Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION** ☐ 5B Wood Frame ☐ Composite Decking ☐ Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS** ☐ Formed Cement ☐ Pre-cast Concrete

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Person to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

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**IMPORTANT:** It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.

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Signature of Owner/Representative/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

### FEE SCHEDULE ON BACK PAGE

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
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## FEE SCHEDULE DECK

### ADMINISTRATIVE USE ONLY

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Administrative Fee (if applicable) \$ \_\_\_\_\_  
 Residential Minimum \$50.00  
 Commercial Minimum \$75.00

Permit Fee \*\* \$ \_\_\_\_\_  
 (\$.10 per sq.ft)  
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Setback Fee \*\* \$ 15.00  
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Subtotal: \$ \_\_\_\_\_  
 2.0% Levy per USBC \$ \_\_\_\_\_  
 County Zoning Site Plan Fee \$ 40.00  
 County Agreement in Lieu of Plans \$ 100.00  
 County Zoning Fee \*\* \$ \_\_\_\_\_  
 LESS: Administrative Fee (if applicable) \$( \_\_\_\_\_) Date paid \_\_\_\_\_

Total: \$ \_\_\_\_\_

LIEN AGENT \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING****☐ OWNER (Acting as Contractor) - AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

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**☐ CONTRACTOR – AFFIDAVIT**

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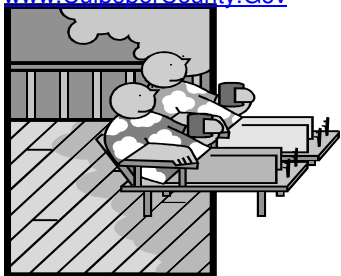
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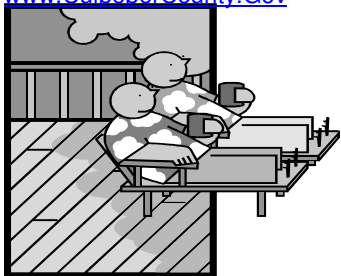
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\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

☐ **CONTRACTOR – AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I have entered into a contract with (name and address of owner) \_\_\_\_\_ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_.

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Signature of Contractor/Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge



# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

## **READ THIS FIRST**

The following information will help you get started on building your own deck.

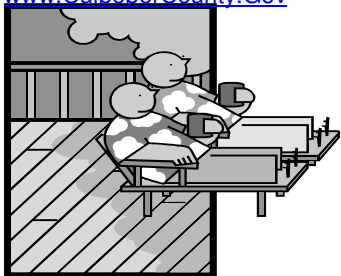
### **DECK PLAN REQUIREMENTS**

- ☐ Minimum scale of 1/4 inch = 1 foot; all dimensions must be shown.
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- ☐ Footing details (minimum footing depth is 18").
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- ☐ Handrail and guardrail details.
- ☐ Stair details (if applicable)
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NOT TO BE USED W/DECK PACKAGE

Building Department  
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Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.CulpeperCounty.Gov](http://www.CulpeperCounty.Gov)



## Culpeper County DECK PERMIT APPLICATION (with Plans)

**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely.**

- ☐ Residential      **CODE:** ☐ 2006 IRC (International Residential Code)  
☐ Commercial      **CODE:** ☐ 2006 IBC (International Building Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION**    ☐ 5B Wood Frame    ☐ Composite Decking    ☐ Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS**    ☐ Formed Cement    ☐ Pre-cast Concrete

*Information requested is required.*

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Person to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

*Information requested is required.*

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**IMPORTANT:** It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.

\_\_\_\_\_  
Signature of Owner/Representative/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

### **FEE SCHEDULE ON BACK PAGE**

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge

**FEE SCHEDULE DECK**

**ADMINISTRATIVE USE ONLY**

Deck #1 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
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\_\_\_\_\_ Total sq. ft.

Administrative Fee (if applicable) \$ \_\_\_\_\_  
Residential Minimum \$50.00  
Commercial Minimum \$75.00

Permit Fee \*\* \$ \_\_\_\_\_  
(\$ .10 per sq.ft)  
Residential minimum of \$50.00  
Commercial minimum \$125.00

Setback Fee \*\* \$ 15.00  
Site Work Fee \*\* \$ 15.00  
Pre-work \*\* \$ \_\_\_\_\_  
Plan Review Fee \*\* \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_  
2.0% Levy per USBC \$ \_\_\_\_\_  
County Zoning Site Plan Fee \$ 40.00  
County Agreement in Lieu of Plans \$ 100.00  
County Zoning Fee \*\* \$ \_\_\_\_\_

LESS: Administrative Fee (if applicable) \$( \_\_\_\_\_ ) Date paid \_\_\_\_\_

Total: \$ \_\_\_\_\_

LIEN AGENT \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING****☐ OWNER (Acting as Contractor) - AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

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\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

.....

**☐ CONTRACTOR – AFFIDAVIT**

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\_\_\_\_\_  
Signature of Contractor/Authorized Agent\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

## **READ THIS FIRST**

The following information will help you get started on building your own deck.

### **DECK PLAN REQUIREMENTS**

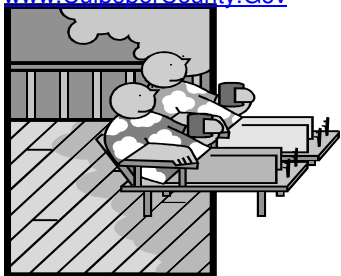
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## Culpeper County DECK PERMIT APPLICATION (with Plans)

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**Application should reflect actual work being performed.**

**Application must be filled out completely.**

☐ Residential **CODE:** ☐ 2006 IRC (International Residential Code)  
☐ Commercial **CODE:** ☐ 2006 IBC (International Building Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION** ☐ 5B Wood Frame ☐ Composite Decking ☐ Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS** ☐ Formed Cement ☐ Pre-cast Concrete

*Information requested is required.*

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Person to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

*Information requested is required.*

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

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## FEE SCHEDULE DECK

### ADMINISTRATIVE USE ONLY

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 Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

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**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION**    ☐ 5B Wood Frame    ☐ Composite Decking    ☐ Other: \_\_\_\_\_

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**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

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**IMPORTANT:** It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.

\_\_\_\_\_  
Signature of Owner/Representative/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

### **FEE SCHEDULE ON BACK PAGE**

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge

# FEE SCHEDULE DECK

## ADMINISTRATIVE USE ONLY

Deck #1 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
 Deck #2 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
 Deck #3 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
 \_\_\_\_\_ Total sq. ft.

Administrative Fee (if applicable) \$ \_\_\_\_\_  
 Residential Minimum \$50.00  
 Commercial Minimum \$75.00

Permit Fee \*\* \$ \_\_\_\_\_  
 (\$.10 per sq.ft)  
 Residential minimum of \$50.00  
 Commercial minimum \$125.00

Setback Fee \*\* \$ 15.00  
 Site Work Fee \*\* \$ 15.00  
 Pre-work \*\* \$ \_\_\_\_\_  
 Plan Review Fee \*\* \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_  
 2.0% Levy per USBC \$ \_\_\_\_\_  
 County Zoning Site Plan Fee \$ 40.00  
 County Agreement in Lieu of Plans \$ 100.00  
 County Zoning Fee \*\* \$ \_\_\_\_\_  
 LESS: Administrative Fee (if applicable) \$( \_\_\_\_\_) Date paid \_\_\_\_\_

Total: \$ \_\_\_\_\_

LIEN AGENT \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_



**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING****☐ OWNER (Acting as Contractor) - AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

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**☐ CONTRACTOR – AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I have entered into a contract with (name and address of owner) \_\_\_\_\_ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_.

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I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

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\_\_\_\_\_  
Signature of Contractor/Authorized Agent\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

## **READ THIS FIRST**

The following information will help you get started on building your own deck.

### **DECK PLAN REQUIREMENTS**

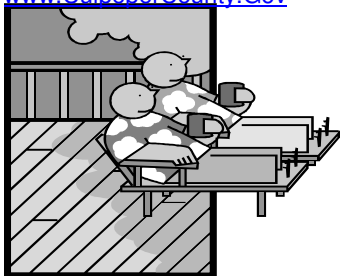
- ☐ Minimum scale of 1/4 inch = 1 foot; all dimensions must be shown.
- ☐ Minimum sheet size: 11 x 17", no pencil.
- ☐ If using our Deck Package, plans are not necessary.
- ☐ Footing details (minimum footing depth is 18").
- ☐ Size of all posts, joists, and beams, shown on a framing plan (Foot Print).
- ☐ Handrail and guardrail details.
- ☐ Stair details (if applicable)
- ☐ Attachment details, such as attachment to house, flashing detail, joist to beam connections, rail to post connections, post to footing, etc.
- ☐ As of January 1, 2004, the pressure treatment methods of lumber used in decks were changed. The new methods use chemicals that will prematurely corrode standard fasteners and hardware. Therefore, all joist hangers and other deck hardware must be galvanized with 1.85 oz/sq. ft. of zinc (G-185 coating) or shall be stainless steel of type 304 or better. All nails, screws, and other fasteners must be hot-dipped galvanized or stainless steel.
- ☐ A Hot tub on your deck will require an engineers' seal on plans (if applicable).

Some home center stores have deck design services available to the public. You may use the drawings generated by the store for your submission. However, please ensure all of the information listed above is noted on the drawings.

NOT TO BE USED W/DECK PACKAGE



Building Department  
302 North Main Street  
Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.CulpeperCounty.Gov](http://www.CulpeperCounty.Gov)



## Culpeper County DECK PERMIT APPLICATION (with Plans)

**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely.**

- ☐ Residential **CODE:** ☐ 2006 IRC (International Residential Code)  
☐ Commercial **CODE:** ☐ 2006 IBC (International Building Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION** ☐ 5B Wood Frame ☐ Composite Decking ☐ Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS** ☐ Formed Cement ☐ Pre-cast Concrete

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Person to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**IMPORTANT:** It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.

\_\_\_\_\_  
Signature of Owner/Representative/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

### FEE SCHEDULE ON BACK PAGE

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
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## FEE SCHEDULE DECK

### ADMINISTRATIVE USE ONLY

Deck #1 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
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 County Zoning Site Plan Fee \$ 40.00  
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Total: \$ \_\_\_\_\_

LIEN AGENT \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

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Signature of Owner

Print Name

Date

☐ **CONTRACTOR – AFFIDAVIT**

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Print Name

Date

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# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

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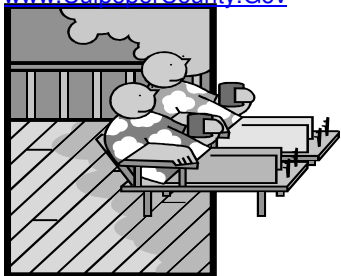
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## Culpeper County DECK PERMIT APPLICATION (with Plans)

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**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

*Information requested is required.*

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Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

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Person to answer Plan Review Questions & Permit Pick UP

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\_\_\_\_\_  
Signature of Owner/Representative/Agent

\_\_\_\_\_  
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# FEE SCHEDULE DECK

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\_\_\_\_\_  
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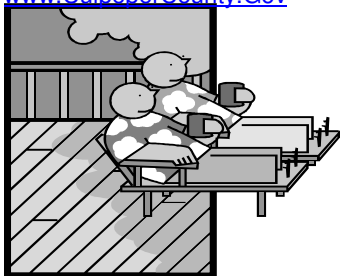
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Some home center stores have deck design services available to the public. You may use the drawings generated by the store for your submission. However, please ensure all of the information listed above is noted on the drawings.

NOT TO BE USED W/DECK PACKAGE

Building Department  
302 North Main Street  
Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.CulpeperCounty.Gov](http://www.CulpeperCounty.Gov)



## Culpeper County DECK PERMIT APPLICATION (with Plans)

**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely.**

- ☐ Residential **CODE:** ☐ 2006 IRC (International Residential Code)  
☐ Commercial **CODE:** ☐ 2006 IBC (International Building Code)

**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

**TYPE OF CONSTRUCTION** ☐ 5B Wood Frame ☐ Composite Decking ☐ Other: \_\_\_\_\_

**TYPE OF FOUNDATION FOOTINGS** ☐ Formed Cement ☐ Pre-cast Concrete

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

**IF APPLICABLE PLEASE COMPLETE.**

**As the owner of this property, I have assigned the following Contractor/Person to pull this Building Permit on my behalf.**

**Date:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Estimated Time of Construction: \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

**CONTACT DAY PHONE:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

Email Address: \_\_\_\_\_

**IMPORTANT:** It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to contact this office for all building inspections and a final inspection must be conducted to close out the permit.

\_\_\_\_\_  
Signature of Owner/Representative/Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

### FEE SCHEDULE ON BACK PAGE

Deck Application must be accompanied by a Zoning Permit from both Town & County.  
All permits are subject to a 2.0% State Surcharge



**FEE SCHEDULE DECK**

**ADMINISTRATIVE USE ONLY**

Deck #1 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
Deck #2 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
Deck #3 - Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ Total sq. ft.

Administrative Fee (if applicable) \$ \_\_\_\_\_  
Residential Minimum \$50.00  
Commercial Minimum \$75.00

Permit Fee \*\* \$ \_\_\_\_\_  
(\$ .10 per sq.ft)  
Residential minimum of \$50.00  
Commercial minimum \$125.00

Setback Fee \*\* \$ 15.00  
Site Work Fee \*\* \$ 15.00  
Pre-work \*\* \$ \_\_\_\_\_  
Plan Review Fee \*\* \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_  
2.0% Levy per USBC \$ \_\_\_\_\_  
County Zoning Site Plan Fee \$ 40.00  
County Agreement in Lieu of Plans \$ 100.00  
County Zoning Fee \*\* \$ \_\_\_\_\_  
LESS: Administrative Fee (if applicable) \$( \_\_\_\_\_) Date paid \_\_\_\_\_

Total: \$ \_\_\_\_\_

LIEN AGENT \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone and fax \_\_\_\_\_ None Designated \_\_\_\_\_

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING****☐ OWNER (Acting as Contractor) - AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

.....

**☐ CONTRACTOR – AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I have entered into a contract with (name and address of owner) \_\_\_\_\_ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_.

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I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

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\_\_\_\_\_  
Signature of Contractor/Authorized Agent\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

# **YOU'RE BUILDING A DECK and you have drawn your plans?**

**Culpeper County**

## **READ THIS FIRST**

The following information will help you get started on building your own deck.

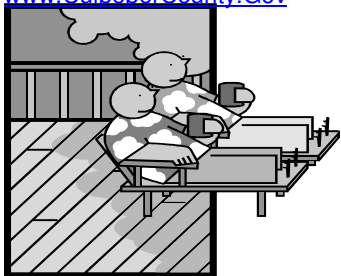
### **DECK PLAN REQUIREMENTS**

- ☐ Minimum scale of 1/4 inch = 1 foot; all dimensions must be shown.
- ☐ Minimum sheet size: 11 x 17", no pencil.
- ☐ If using our Deck Package, plans are not necessary.
- ☐ Footing details (minimum footing depth is 18").
- ☐ Size of all posts, joists, and beams, shown on a framing plan (Foot Print).
- ☐ Handrail and guardrail details.
- ☐ Stair details (if applicable)
- ☐ Attachment details, such as attachment to house, flashing detail, joist to beam connections, rail to post connections, post to footing, etc.
- ☐ As of January 1, 2004, the pressure treatment methods of lumber used in decks were changed. The new methods use chemicals that will prematurely corrode standard fasteners and hardware. Therefore, all joist hangers and other deck hardware must be galvanized with 1.85 oz/sq. ft. of zinc (G-185 coating) or shall be stainless steel of type 304 or better. All nails, screws, and other fasteners must be hot-dipped galvanized or stainless steel.
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**SCOPE OF WORK** Deck Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. #Levels \_\_\_\_\_ # Stairs \_\_\_\_\_

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**TYPE OF FOUNDATION FOOTINGS**    ☐ Formed Cement    ☐ Pre-cast Concrete

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Representative/Agent Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Directions:** \_\_\_\_\_

*Information requested is required.*

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ zip code \_\_\_\_\_

Business Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Completed by intake Permit Technician

☐ Contractor License verified \_\_\_\_\_

Contract Amt. \$ \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

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**CONTACT PERSON** \_\_\_\_\_

Person to answer Plan Review Questions & Permit Pick UP

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 Signature of Owner/Representative/Agent

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Subtotal: \$ \_\_\_\_\_  
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Date